

## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, November 9, 2020

Mr. Grisen called the meeting to order at 9:30 a.m.

**Committee Members Present:** Mr. Larry Grisen, Mr. Don Hillert, Mr. Nathan Nelson, and Ms. Mary Anne McMillan Urell (via TEAMS). Mr. Michael Taylor was excused.

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Mr. Dave Rynders, and Sheriff Mike Schmidtknecht.

**Public Comments Regarding Posted Agenda Items:** None.

**Review/Discussion/Action regarding Previous Meeting Minutes:** Mr. Hillert made a motion to approve the minutes, seconded by Mr. Nelson. Carried.

**Review/Discussion regarding A Resolution to Amend Policy 103 to Include Shift Differential Pay for Corrections/Communications in Overtime and Compensation Section of the Employee Handbook:** A discussion was held regarding the amount the shift differential would be and where would be the best place to put that information so it is noted in a document. Ms. Creighton suggested to put the \$.50 per hour shift differential in the wage scales and not in the handbook. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding A Resolution to Extend Three Limited Term 2020 Health Positions through December 2021:** Mr. Rynders explained the funding for the limited term Health Positions has been extended through 2021 and this resolution would allow the individuals to continue their work on the pandemic. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding COVID-19 Employee Exclusion Guidance Flowchart & Plan Update:** The flowchart was reviewed, and Mr. Rynders explained how his department uses it. It is felt this would be a helpful tool for all departments during flu season and with the rise in COVID cases. Mr. Hillert made a motion to approve the use of this guidance material by roll call vote, seconded by Mr. Nelson. Carried.

Ms. Hansen discussed the telecommuting plans departments had and how they have now expired and need to be reviewed. She will be discussing this at the next Department Manager meeting. Mr. Grisen made a motion to approve the plan by roll call vote, seconded by Mr. Hillert. Carried.

Ms. Hansen discussed Pepin County closing the courthouse except for appointments only and if this should be done here with the rise in cases. Mr. Hillert made a motion to recommend to County Board to close the courthouse except by appointments only, seconded by Mr. Nelson. A roll call vote was taken. Carried.

**The Committee May Go into Closed Session to Discuss Department Manager Evaluation Process and Military Leave Status:** Mr. Grisen made a motion to go into closed session, seconded by Mr. Nelson. Mr. Grisen-yes, Ms. McMillan Urell -yes, Mr. Nelson-yes, and Mr. Hillert-yes. Carried.

**The Committee May Return to Open Session:** Mr. Grisen made a motion to return to open session, seconded by Mr. Hillert. Ms. McMillan Urell-yes, Mr. Hillert-yes, Mr. Nelson – yes, and Mr. Grisen-yes. Carried.

**Review/Discussion/Action regarding A Resolution to Amend Policy 508 of the Employee Handbook-Performance Reviews:** The performance review procedure will take effect in 2021. Mr. Hillert made a motion to approve the resolution by roll call vote, seconded by Mr. Nelson. Carried.

Mr. Nelson made a motion to approve the performance review form by roll call vote, seconded by Mr. Hillert. Carried.

Mr. Hillert made a motion to approve the employee questionnaire form by roll call vote, seconded by Mr. Nelson. Carried.

**Chairperson Report:** None.

**Personnel Advisor's Report:** Ms. Creighton reviewed position vacancies and interviews that will be taking place. She will be working on open enrollment with virtual meetings being held this year.

**Administrative Coordinator Report:** Ms. Hansen will be working on the disciplinary policy and wage scales for the next meeting. The Highway Committee will be reviewing work hours and holding interviews at their meeting tomorrow.

**Public Comments:** None.

Next meeting date: December 7 at 9:30 a.m.

**Adjournment:** Mr. Nelson made a motion to adjourn at 11:15 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk